



Approved: 2/27/20 *SA*

**MEETING OF
JANUARY 23rd , 2020**

RECORD OF THE PROCEEDINGS OF THE MEETING OF THE
BOYNE CITY AIRPORT ADVISORY BOARD HELD JANUARY 23rd,
2020.

**CALL TO ORDER &
PLEDGE OF
ALLEGIANCE**

Chair, Richard Bouters called the meeting to order at 5:33 PM followed by the
pledge of allegiance.

**ROLL CALL
ATTENDANCE**

Voting - Present: Richard Bouters, Doug Brubaker, Richard Wright,
Absent: Leon Vercruysee (excused), Brian Harrington (excused)

Ex Officio - Present: Jerry Schmidt, Rod Cortright, John Van Etten
- Absent: Leon Jarema, Bud Chipman, Allen Sturza

Citizens: None

Staff - Airport and City Manager, Michael Cain
Director of Public Works (DPW), Timothy Fass

APPROVAL OF MINUTES

October 25th 2019 Meeting Minutes:
Motion by Brubaker, seconded by Bouters to approve the October 24th, 2019
Airport Advisory Board meeting minutes as written. Motion passed.

CORRESPONDENCE

None

**CITIZENS COMMENTS
(NON-AGENDA ITEMS)**

None

**REPORTS OF OFFICERS,
BOARDS AND STANDING
COMMITTEES**

None

UNFINISHED BUSINESS

- A. AWOS - Presentation postponed until February 2020 meeting.
- B. Airport Goal Review – The AAB goals for 2020 remain consistent with the
2019 goals. Working with city representatives Richard Bouters continues
to update the airport page on the city web site
- C. Landscaping – Great landscaping progress was made in 2019 on all sides
of the airport terminal. Work will continue in 2020 capitalizing on the
gains made in 2019. Richard Bouters repeated Allen Sturza’s discovery
that due to cost restrictions the junction box located in the middle of the
terminal building north side lawn must remain in place.

D. Other – Timothy Fass reported that with close coordination in January 2020 between AAB member Leon Jarema and Timothy Fass (Director DPW) resulted in the Boyne City Department of Public Works clearing snow in front of all city controlled hangars.

NEW BUSINESS

A. Trailhead Update – Michael Cain presented the latest developments regarding the non-motorized trail head. Currently the trailhead terminates at the western end of Lagoon Access Drive. Consideration is ongoing to construct a path from Lagoon Access Drive through a short wooded area then adjoining the automobile parking area on the north side of the terminal. Modifications to the terminal building include three American Disability Act (ADA) compliant 36 inch doors, installation of a timer on the main door lock and relocating the fuel pump switches to the south side of the building.

B. Approval of Commercial Use Permit for Leon Jarema – An application from Leon Jarema for a Permit for Commercial Use [of] Boyne City Municipal Airport was approved by the AAB. Motion by Wright, seconded by Brubaker, approved unanimously.

C. Northern Pump Service Contract – The AAB unanimously agreed to recommend approval of the fuel pump renewal contract (Northern Pump Service, Inc., Gaylord, Michigan) to the City of Boyne City Commission. Motion by Brubaker, seconded by Wright, motion passed.

D. Airport Approach Plan – On January 10th, 2020 the city of Boyne City received official correspondence from the Project Support Unit of the Office of Aeronautics, State of Michigan - Department of Transportation. Michael Cain presented the cover letter and all the supporting documents regarding the *Airport Approach Plan – Revised, Boyne City Municipal Airport* for board review and comment. The Boyne City Approach plan consists of height protection for FAA Part 77 compliance regarding surfaces surrounding the airport and land use protection using standards adopted by the Michigan Airport Commission. Further, “The Aeronautic Code of the State of Michigan requires these plans, as well as a copy of [the Boyne City] Airport Layout Plan (ALP), to be filed with the local planning agencies and/or political subdivisions underlying the areas depicted on the plans...Once filed with the local planning agency...these plans [must] be included in the community’s Master Plan...” Finally, the letter asks the city to notify the Michigan Department of Transportation / Aviation once the city has filed the Airport Approach Plan with the appropriate agencies and/or municipalities.

E. Michigan Airport Conference – Michael Cain and Richard Wright announced they are tentatively planning to attend the Michigan Association of Airport Executives (MAAE) conference on February 19th and 20th. In an effort of fairness to others Richard Wright offered to allow any other board member to attend the conference in his place. There were no takers.

F. Other - None

GOOD OF THE ORDER

The price of aviation 100 Low Lead (LL) at the Boyne City Airport decreased to \$4.33 per gallon on December 2nd, 2019.

ANNOUNCEMENTS

The next regular Boyne City Airport Advisory Board meeting is scheduled for Thursday, February 27th, 2019 at 5:30 p.m. at the Airport Terminal.

ADJOURNMENT

The meeting was adjourned at 7:02 PM by Chair, Richard Bouters.

Richard K. Wright 
Boyne City Airport Advisory Board Secretary